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**OFFICE OF AIDS
HIV Care Services Program**

**Management Memorandum
Memorandum Number: 07-01**

May 1, 2007

TO: CARE SERVICES PROGRAM FISCAL AGENTS

SUBJECT: CARE SERVICES PROGRAM APPLICATION GUIDELINES FOR FISCAL
YEAR 2007-08

The Care Services Program (CSP) Application Guidelines for Fiscal Year (FY) 2007-08 include the local allocations and instructions for completing the application packet.

- The guidelines are available as an Adobe Acrobat file on the Office of AIDS (OA) Web site. To view and/or print the guidelines, go to www.dhs.ca.gov/AIDS/programs/care/careservices/cspapplication.htm.
- The application forms are available as a Microsoft Excel file on the OA Web site. Fiscal agents are required to prepare their applications using this file. To download the file, go to www.dhs.ca.gov/AIDS/programs/care/careservices/cspapplication.htm.

Major changes are highlighted on page three of the guidelines. Please review these documents carefully. If fiscal agents have any questions about the application forms, program requirements, or budget process, they should contact their CSP advisors.

Submission Deadlines

Fiscal agents are required to submit an application in order to receive their allocation. The application is submitted in two parts:

- Fiscal agents must submit: (1) their Fiscal Agent Contacts; (2) a Five-Line Item Budget; and (3) Proof of Insurance to their CSP advisors no later than May 9, 2007.

Once these documents have been received and approved, OA's Contracts and Grants Unit can initiate the contract process.

- The full application is due on June 1, 2007. Fiscal agents should mail a hardcopy of their complete application, and e-mail a copy of the Microsoft Excel file, to their CSP advisors.

Invoices for FY 2007-08

This is the beginning of a new three-year contract period. Fiscal agents may continue to submit invoices to OA for services provided in FY 2007-08. However, these invoices cannot be paid until the contracts are fully executed. If this presents a problem for fiscal agents that are community-based organizations, they should notify their CSP Advisor as soon as possible.

A handwritten signature in black ink, appearing to read 'Clarissa Poole-Sims', is written over a light blue horizontal line.

Clarissa Poole-Sims, Chief
CARE Section
Office of AIDS